

CONFIDENTIAL

*File:
Retirement*

PROCEDURES AND REGULATIONS RELATIVE TO

RETIREMENT DEDUCTIONS APPLICABLE TO PERSONNEL ON RESTRICTED

OGC Has Reviewed

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1. Retirement deductions shall be effected from the salaries of all personnel on confidential payrolls in accordance with established Civil Service regulations and statutes governing such deductions:

a. Deductions will not be effected from new employees unless they previously have had a retirement status, i.e., temporary appointees who have not served the necessary probational period under a probational appointment will not have deductions effected.

b. All personnel previously employed in positions subject to retirement deductions will continue to have such deductions made if transferred to a confidential payroll.

2. Deductions will be effected at the close of each 28 day period (2 bi-weekly pay periods), and immediately thereafter, a check for the total deductions effected, made payable to the Treasurer of the United States, will be forwarded to the Chief Disbursing Officer, Treasury Department, for credit to the retirement account. The deposit will be effected on Schedule of Collections, Form 1044.

3. Retirement reports on which names of employees included on the applicable payrolls are listed, will not be forwarded to the Civil Service Commission.

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4. The annual "Summary of Retirement Deductions" will be forwarded to the Commission in the normal manner except that its handling and processing shall be restricted in accordance with special arrangements with the Civil Service Commission.

5. The Retirement Record Card, Form 2806, will be maintained in the Agency for each employee. No disposition of this form will be made until final postings are made when an employee definitely transfers to another government establishment, or is separated from the service. The Form 2806 will then be forwarded to the Civil Service Commission in accordance with normal procedure.

6. If Form 3005 Application for Retirement Service Credits, or other similar statement or form is submitted by an employee, it will be given special processing in order that it may be handled on a restricted basis by the Retirement Division of the Commission.

7. Under the special procedures as outlined herein, claims for refund of retirement deductions submitted by former employees will be handled by the Civil Service Commission, Treasury Department and the General Accounting Office in the normal manner. In the event a question arises during the audit by GAO/ representatives of the retirement claims presented to the Retirement Division, Civil Service Commission, inquiries will be forwarded directly to _____ of the employing agency (CIO).

8. It is understood when the Forms 2806 are forwarded to the Commission, that they are placed in an overall alphabetical file and are not identified by

groups or government establishments. Also, when Form 3005 is received the certified claim is placed in a general file pending audit and approval for payment. The properly certified claim is then forwarded without agency identification to the Chief, Disbursing Officer, Treasury Department for payment in the net amount from the general retirement account.

9. If an individual on a confidential payroll, who has had retirement deductions effected on a current basis, is transferred to the regular rolls of the employing agency, Form 2306 and any other pertinent retirement records pertaining to the employee, will be forwarded to the Payroll Unit concerned. The reversed procedure shall be followed when an individual on the regular payroll is transferred without a working break in service to the confidential rolls of the agency.